



Dean of Undergraduate Studies

University Information

One of the nation's elite research universities, Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts and critical thinking. Founded in 1851, Florida State University is the oldest continuous site of higher education in Florida. FSU is a community steeped in tradition that fosters research and encourages creativity. At FSU, there's the excitement of being part of a vibrant academic and professional community, surrounded by people whose ideas are shaping tomorrow's news!

Division of Undergraduate Studies

At Florida State University, we want to give students the information, skills, and habits of mind that will enable them to fulfill their promise as individuals and as members of the community. The [Division of Undergraduate Studies](#) works to advance a world-class experience for every undergraduate student, helping them develop sound academic preparation for their major field of study and to achieve their full potential.

The Office of Undergraduate Studies serves as the academic dean's office for all students who have not yet been formally admitted to their majors. The office provides information and services on all academic matters, including course exemptions based on incoming credit, evaluation of General Education courses from other institutions, AA degree evaluations, academic standing (warning, probation, and dismissal), Math/English remediation, medical/mental health course drops and withdrawals, and enrollment in courses at other colleges and universities. In addition, the office monitors student progress toward being formally admitted to a major and ensures a smooth shift to the student's graduating dean's office.

Responsibilities

The Dean of Undergraduate Studies provides leadership for the Division of Undergraduate Studies and its role in advancing a world-class undergraduate education rooted in academic excellence, experiential learning, and scholarly engagement. Partnering with the academic colleges, student affairs, and other units across campus, the Division helps to lead the University's student success efforts enacted over three decades, resulting in an



exemplary record of undergraduate student retention and graduation comparable with the best universities in the nation.

The Division is home to a wide array of nationally recognized academic engagement and support services available to all undergraduates. Units within the Division include: Advising First, Academic Center for Excellence, Center for Academic Retention and Enhancement, CoreFSU, the University Honors Program, Presidential Scholars Program, Center for Undergraduate Research and Academic Engagement, Office of National Fellowships, Transfer Student Services, Office of Retention, and Student Athlete Academic Services. Additionally, the Division's Office of Undergraduate Studies serves as the administrative home or "dean's office" for most first- and second-year students until they are formally admitted into a major in one of the 16 colleges that offer undergraduate programs.

The Dean of Undergraduate Studies reports to the Vice President for Student Academic Success in the larger Division of Academic Affairs, which is led by the Provost and Executive Vice President for Academic Affairs. The Division of Undergraduate Studies consists of nearly 250 full-time employees, including 36 faculty members, and nearly 1,000 part-time student staff.

Key Responsibilities include, but are not limited to the following:

Strategic Leadership & Collaboration

- Provide visionary leadership for the Division of Undergraduate Studies in alignment with the University's mission and strategic goals.
- Serve on and collaborate with the Council of Deans to develop and advance student success strategies for all undergraduates.
- Build and maintain effective relationships with students, faculty, and administrators across campus.
- Represent the Division's mission and priorities to internal and external stakeholders, advocating for undergraduate education and support.

Student Success & Academic Support

- Lead university-wide efforts to retain, develop, and graduate an accomplished undergraduate student body.
- Oversee academic advising and student success initiatives for undergraduates.



- Support the Enrollment Management Committee to ensure cross-functional collaboration in retention and student success efforts.

Operational Oversight & Supervision

- Provide leadership, supervision, and evaluation for associate/assistant deans and directors overseeing units within the Division.
- Ensure that policies, procedures, and performance metrics align with the University's strategic plan and priorities.

Data-Informed Decision-Making

- Utilize data analytics to inform strategic planning, assess program effectiveness, and drive continuous improvement in student outcomes.

Financial Management & Resource Development

- Oversee financial planning and implementation of the Division's annual budget.
- Support fundraising and alumni engagement efforts to advance the Division's mission and expand student support resources.

Qualifications

The successful candidate must have a significant record of effective leadership and supervision of academic departments and/or academic support units within a university setting, a deep understanding of student success initiatives, and a high level of proficiency with data analytics that support strategic planning and demonstrate the achievement of desired student outcomes.

An earned doctoral degree is required, along with demonstrated professional experience in a university setting. Experience must include at least five years in an administrative position related to student success. The position is open to tenure and non-tenure (specialized) track faculty.

Additionally, the successful candidate must demonstrate:

- The ability to facilitate teamwork and collaboration among units within the Division and across the University as a whole.



- An openness to innovation and integrated strategic planning across all academic levels and colleges of the University.
- A knowledge of higher education research, trends, and policy initiatives.
- Familiarity with the national dialogue on undergraduate education and student success issues and best practices.
- Proven supervisory and personnel management skills.
- Strong written and oral communication skills.
- Effective critical thinking and analysis skills.

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